

**AGING AND DISABILITY RESOURCE CENTER OF WAUKESHA COUNTY
ADVISORY BOARD
Meeting Minutes**

Meeting Date/Time: 06/06/13 9:30 a.m.

Location: Human Services Center, Brookfield Room

Committee Members:

<u>A</u>	Farrell, Dennis	<u>X</u>	Patterson, Sandy
<u>X</u>	Franklin, Robert	<u>A</u>	Ruf, John
<u>X</u>	Goetz, Jennifer	<u>X</u>	Spitz, Carolyn
<u>X</u>	Graham, Bill	<u>X</u>	Turkoske, Julie
<u>X</u>	Lee, Glenn	<u>EA</u>	Wolff, Sandy
<u>X</u>	Lee, Lorraine	<u>X</u>	Zaborowski, William
<u>EA</u>	Ludka, Elaine		

X = Present A = Absent EA = Excused Absence

Additional Attendees:

<u>X</u>	Kleber, Laura
<u>X</u>	Sanchez, Jan
<u>X</u>	Smith, Sue

Call to Order:

The meeting was called to order at 9:32 am by Chair B. Graham.

Public Comments:

R. Franklin expressed his thanks for the new name plate. He also advised the Board that his computer was “hacked”. His account was used to send an erroneous email and many of his files were deleted.

Approval of May 2, 2013 meeting minutes:

Chair B. Graham called for approval of the meeting minutes of May 2, 2013. Sandy Patterson moved to approve the minutes; C. Spitz seconded the motion. All in attendance approved. Motion carried.

Educational Segment – Laura Kleber, Manager, Aging & Disability Resource Center of Waukesha County

After self-introductions by all Board members, new ADRC Manager Laura Kleber provided an overview of her background and experience. Laura has been in health care for 35 years, working in a wide variety of positions. Laura indicated that she was pleased to have had the opportunity to apply for this job and was very grateful to have been offered the position. Laura has always viewed Waukesha County as being one of the pioneers in the state. From her experience

working with the state, as a whole, Waukesha County is very progressive and always willing to look at what's in the best interest of the individuals that are served. Laura is very pleased to be part of this system and is very glad to be here.

Advisory Board Chair Report:

- B. Graham attended the Alcohol and Drug Problems in Late Life continuing education program at UW Madison. B. Graham participated in one of the classes in a certification program for working with seniors. Board members were provided with two handouts; *Late Life Alcohol and Substance Problems* and *Older Adults and Alcohol – You Can Get Help*. B. Graham asked board members to review the material for discussion at a future meeting. B. Graham shared that ADRC Supervisor Jan Sanchez has been doing some very interesting work in evidenced based programs. B. Graham will be working with J. Sanchez to establish a Drug and Alcohol Education program to be presented at the meal sites. B. Graham thinks that this could be one of the first programs like it in the state.

ADRC Manager's Report/ADRC Supervisors Report: Supervisor's Report:

- J. Sanchez shared information on the Trauma Informed Care Partnership initiative with the Board. This is a committee comprised of providers and individuals from different divisions within HHS. A trauma informed care specialist from the state is available to provide staff training. All forms, documents, applications, client rights, etc., will be reviewed to ensure our practices are more trauma informed and contact with all clients is sensitive and respectful. Once training has been provided and more information is available, L. Kleber suggested this be presented to the Board as an Educational Segment. B. Graham thanked J. Sanchez for providing information on this very interesting subject.
- M. Smith advised that Waukesha County is beginning the Request for Proposal process for a Food Vendor/caterer, who will supply food for our Senior Dining Centers and Home Delivered Meals programs. The current contract will expire in December of this year. The RFP will be sent to a number of local caterers and vending companies within the next week or so. B. Zaborowski has agreed to be on the evaluation committee.
- Sarah Saye has been hired as the State Dietitian for the Elder Nutrition Program. Sarah will be in Waukesha County on June 18 to visit the ADRC. She will tour our HDM distribution center at the Expo and have lunch at one of the dining sites.
- The Oconomowoc Senior Dining has moved to the Oconomowoc Community Center. R. Franklin indicated it is very nice, but very noisy. R. Franklin said outlets on the floor, which should be flush, are up about an inch and an half. He has seen one person fall and many trip. M. Smith said that she has seen the outlets and until the issue can be corrected, has advised the volunteers to make sure that when the tables are set up, they are centered over the outlet box.
- Interviews for the site manager opening at Menomonee Falls will be conducted the week of June 10.
- The Annual Caregiver Conference is scheduled for September 6 at the Waukesha County Technical College in the Richard T. Anderson Training Center.
- Many evidenced based prevention programs sessions (Stepping On, Diabetes Self-Management and Living Well with Chronic Conditions) are scheduled through the summer and the fall. There are 16 people enrolled in the Diabetes Self-Management Program scheduled for Butler.

- The ADRC will once again assist the Community Action Coalition with the Senior Farmers' Market Voucher Program. In addition to distribution at several sites throughout the county, Vouchers will be available for pick up at the ADRC from 8:00 am – 4:30 pm, Monday – Friday.
- There is currently a wait list for bathing services.
- Respite for caregivers continues to be in demand. The ADRC is watching those funds closely and is trying to be creative, for example, working with Interfaith volunteers, providing four hours of care rather than a full 8-hours and trying to get families involved providing respite in an effort to make the dollars last longer.

Manager's Report:

- L. Kleber attended the statewide Aging and Disability Resource Center Director's meeting in Wisconsin Rapids. The group reviewed a summary of the proposed changes to the 2014 contract for ADRCs.
 - Marketing outreach and public information section of contract further clarified that information and any marketing or informational materials must be objective and cannot appear to favor any particular program, provider or alternative. This is also being addressed in the MCO contracts.
 - Clarified language regarding mandatory reporting of suspected abuse or neglect of Adults at Risk and Adult Protective Service by ADRC staff. ADRC staff are not mandated reporters, but if a position is filled by a licensed social worker or registered nurse, those professionals are mandated reporters. However, if the ADRC sees evidence of abuse or neglect, L. Kleber would prefer that we, as an agency, report it.
 - Governing Board contract language should establish a term limit not to exceed 6 years of consecutive service on an ADRC Governing Board. Each ADRC has the flexibility to establish the length of the term within this guideline. As there was much debate on both sides of this issue, this proposed change will be revisited. L. Kleber will follow up and will advise the Board once a final decision is made.
 - The state conducted a Benefit Specialist Customer Survey in 2012, compiling data the beginning of this year. Almost 99% of those customers surveyed were very satisfied from both the Elder and Disability Benefit Specialists. The full report will be shared when it becomes available.
 - L. Kleber is proud to announce that the ADRC received the Outstanding Organization Award from the Alzheimer's Association. The award was presented to the ADRC at the Alzheimer's Conference in May. We are the first ADRC in the state to receive this award.

Greater Wisconsin Agency on Aging Resources (GWAAR):

No Report

State Aging Advisory Committee Report:

No Report

Health and Human Services Board and Committee Report:

- B. Zaborowski stated there was no Board meeting, but the Committee toured the new Health and Human Services building. B. Zaborowski indicated that it is an amazing facility.
- Dennis Farrell has resigned as Chair from the Health and Human Services Board. Joe Vitale has been named his successor.

Other Business/Updates:

Board members were asked if the July meeting, which falls on the 4th of July Holiday, should be rescheduled or canceled. S. Patterson moved to cancel the July meeting; C. Spitz seconded the motion. All in attendance approved. Motion carried.

Adjournment:

L. Lee moved to adjourn the meeting. S. Patterson seconded the motion; all in attendance approved. Motion is carried.

Meeting Dates and Times/Next Meeting:

August 1, 2013 @ 9:30 a.m.

Approved _____ **Date** _____

Recorded and Submitted by Sue Smith